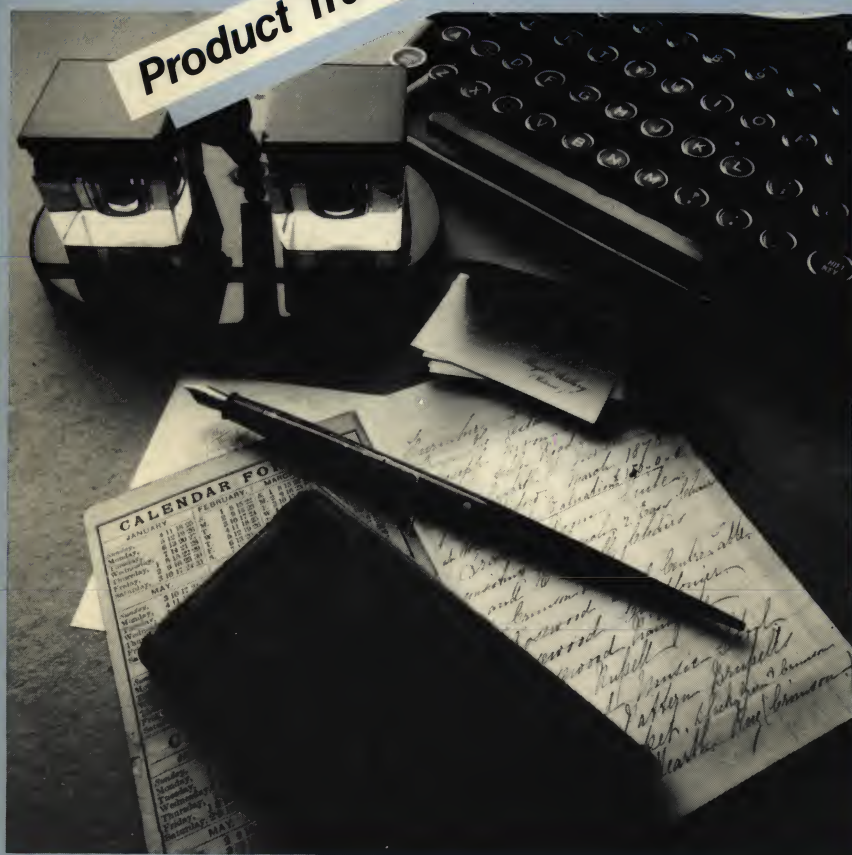


Apple III

# Apple Writer III

...An Introduction

## Product Training Pak




# Notice

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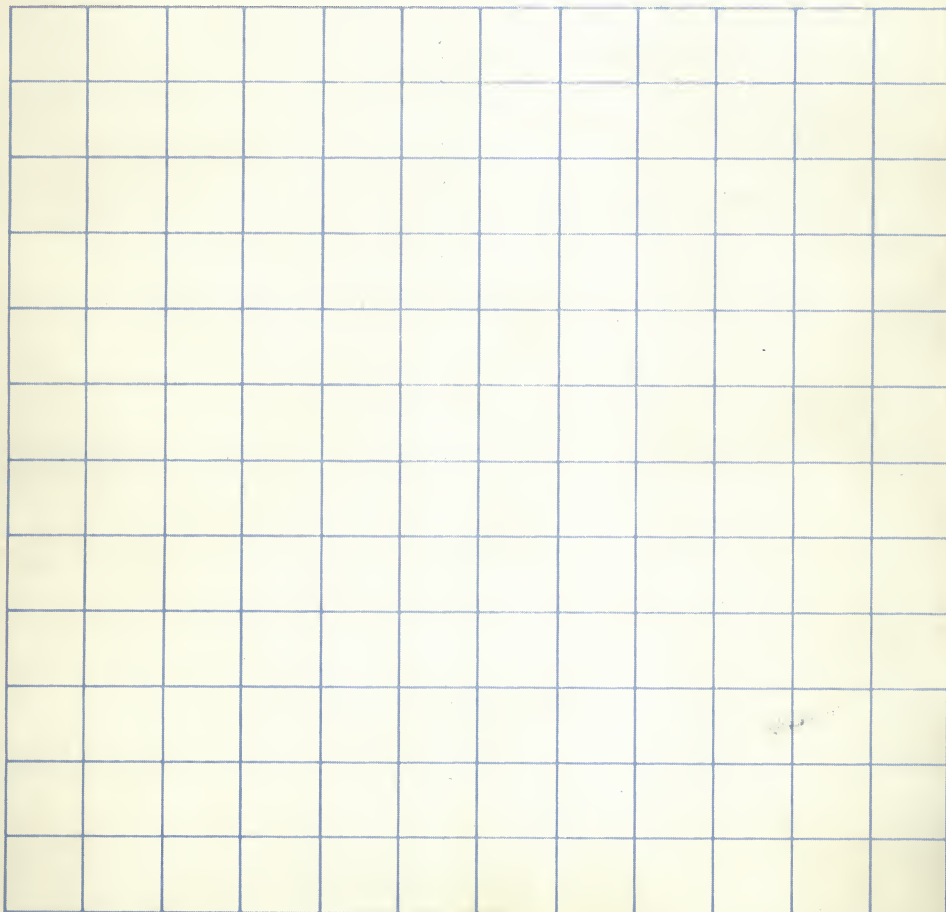
by Wallace Judd, Apple Training

Reorder Apple Product No. C3ZU001



***Apple III***

***Apple Writer III***  
*...An Introduction*



**With Apple Writer III you can:**

- Enter and Edit files
- Split the screen
- Enter and use abbreviations
- Load and save parts of files
- Load all tab settings from a file
- Insert headers and footers
- Automatically paginate a document



**Apple Writer III is good for:**

- Writing contracts, form letters, boilerplate
- Editing and printing long documents
- Creating and formatting tabular data
- Editing bibliographies, lists of suppliers, etc.

# Contents

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<b>Overview</b>	<b>6</b>
<b>Getting Started</b>	<b>7</b>
Are you new to Word Processing?	11
Word Wrap Around	11
When to Press RETURN	11
Clear the Screen	12
HELP	12
Loading a File	15
Moving the Cursor	16
Deleting Words and Paragraphs	18
Inserting Text	20
Replacing Text	20
Saving a File	21
Seeing the Files Names on the Diskette	23
Moving Text	24
Printing	25
Deleting a File	27
<b>There's More</b>	<b>30</b>
Tabs	30
Find and Replace	32
Splitting the Screen	35
Using the Glossary	38

<b>Demonstration Examples</b>	<b>40</b>
The Demonstration Menu	40
Form Letters	42
Printing	43
Boilerplate	44
Renumbering	45
Special Fonts	47
 <b>Reference Section</b>	 <b>49</b>
Main Menu	49
Help Menu	49
SOS Commands Menu	50
Additional Functions Menu	50
Command Summary	51
Print Options Menu	52

# Overview

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This tutorial introduces you to Apple Writer *III*. When you are finished, you will have done the basic steps required to use Apple Writer *III* for editing text: entering, deleting, and replacing text; saving a file on diskette; and printing the file.

This tutorial is divided into 3 sections. The first leads you through those commands that you will use 80% of the time. The second introduces you to some of the more advanced features of Apple Writer — features which are used only occasionally, but are real timesavers. The third section is a demonstration of Apple Writer *III* and the Word Processing Language.

We can't teach you everything there is to know about Apple Writer *III* in this brief tutorial, so you may want to read the Apple Writer *III* Operating Manual for more detail.

This tutorial is intended to be done with the Apple *III*, and should only take about an hour. The bold print tells you what actions to do; the standard print is informational.

Before beginning, make sure you have the following materials:

- A 128K Apple *III* Computer
- An Apple Writer *III* Master diskette
- The Apple Writer *III* Sample Data Files diskette
- 1 External Floppy Disk Drive



# Getting Started

**Put the Applewriter III Master diskette into the built-in disk drive.**

The picture below shows you how.



**Put the diskette labeled Sample Data Files in the external disk drive.**

**Turn on the monitor.**

**Turn on the Apple III.**



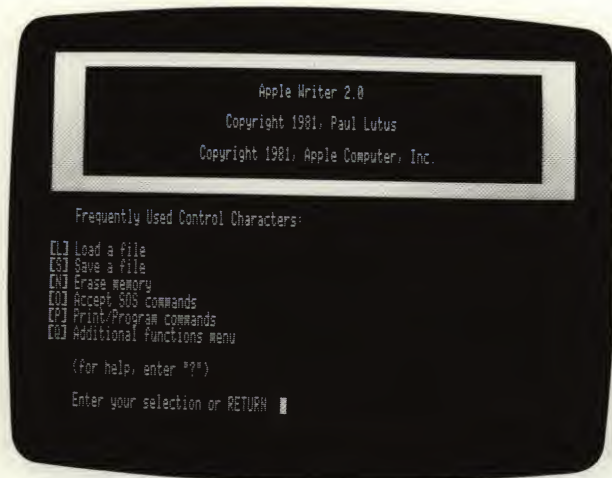
It takes the program about 15 seconds to start up. At the end of that time, you should see the screen pictured below. If you do not, start the process over again or get some help.



This is the title screen. You see it only when Apple Writer III starts up, or when it has been restarted because of an operating system error.

Press **RETURN**

to begin the program.



The menu shows you some of the choices you have for actions. The square brackets around a letter mean to hold down the **CONTROL** key while you type the letter key. The letter key will be printed in capital letters but you may use either upper or lower case when you give the command. Each of these actions will be explained later.

Press **RETURN**

to get to Text Entry Mode.



The screen is blank, except for some numbers and abbreviations at the top of the screen. This is called the Data Line.

**Type the following:**

Use the **SHIFT** key to make capital letters.

**To be or not to be, that is the question.**

The text appears on the screen and you can type it easily.

But since this is not a class in typing, we are going to assume that you can type, and show you how the Apple Writer III Program works. If you make a typing error, don't be concerned. It won't matter because you are going to clear the screen and begin again.



## Are You New to Word Processing?

### Word Wrap Around

If you are new to Word Processing on a computer you will want to do this exercise. If you are already familiar with word wrap and when to use the **RETURN** key, skip to the section: "CLEAR THE SCREEN."

The square white box (called the CURSOR) should be right after the period in the sentence: "To be or not to be, that is the question."

**Press the **SPACE** bar twice** to separate one sentence from another.

Type the sentence again and watch the screen as the cursor moves to the end of the line. Since the whole word "question." will not fit on the line, the cursor takes the word and moves it to the beginning of the next line. It's an automatic carriage return.

Keep typing the sentence over and over again until you get comfortable not pressing the **RETURN** at the end of every line.

Typing errors don't count in this exercise. Try to ignore them. Later on we'll show you how to correct errors. We won't be using this exercise again so it won't matter how many errors there are.

### When to Press Return

If you don't press **RETURN** at the end of lines when do you press it?

You only need to press **RETURN** to designate the end of paragraphs, short lines (like a name in an address), and for blank lines (to separate one paragraph from another).

Press **RETURN**

to end the paragraph.

Press **RETURN**

to create a blank line  
between paragraphs.

Type the sentence 3 more  
times

to create a second  
paragraph.

That's really all there is to it. Now let's move on to editing.

## Clear the Screen

When you complete one document and want to begin another you must clear the screen of the present file.

Type **[N]**

Hold down **CONTROL**  
and press N. Notice at  
the bottom of the screen  
the prompt asking if you  
really want to erase Y or N.

Type **Y**

for yes.

Press **RETURN**

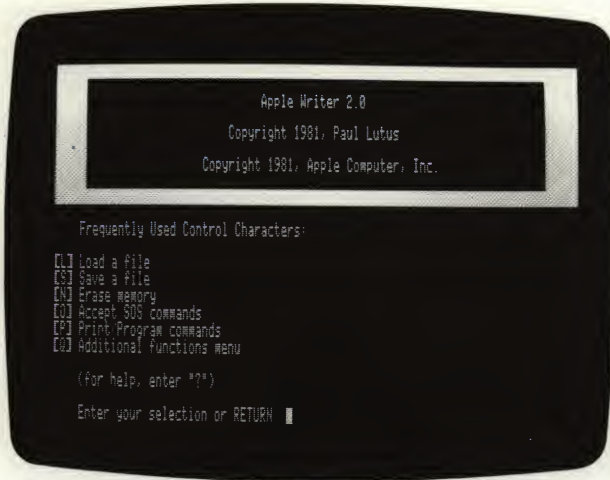
## HELP

Suppose you would like to load a file from the diskette, but can't remember how. **HELP** is always as close as the Main Menu. To get **HELP**:

Hold down the **OPEN APPLE**  
key, AND the **SHIFT** key and  
tap **?**

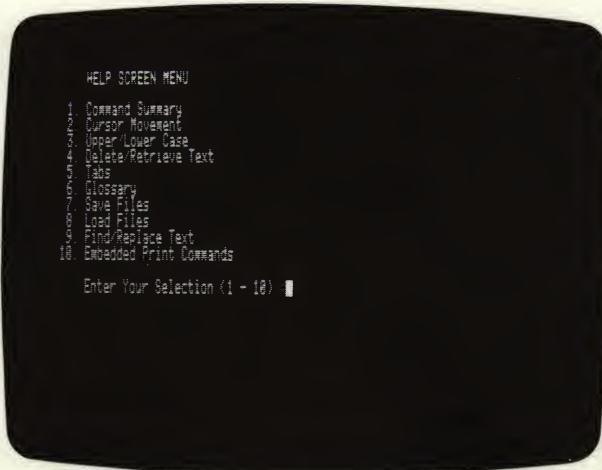
**OPEN APPLE** is the sec-  
ond key from the left on the  
bottom row.

You see the Main Menu  
before you.



Type **[?]**

Hold down the **[SHIFT]** key  
before pressing **[?]**.



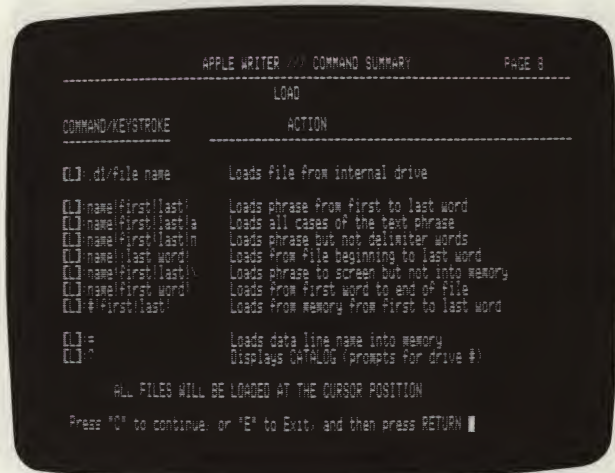


Now you should see the HELP menu. Notice that number 8 tells you how to Load files. Since that is what we want to find out about,

Press **8**

to see the Load commands.

Press **RETURN**



The HELP screen describing Load and its options comes up. Usually, the most common use of a command is described first. In this case, the directions tell you to hold down the **CONTROL** key and press **L**, (this is shown by the symbols **[L]**) then type the drive number and the file name.

Now that you have your answer, you can exit from HELP and load a file.

Press **E**

for Exit.

Press **RETURN**



## Loading a File

You are back at the original screen. Remembering the HELP instructions, you can now get the file you want.

**Type [L]**

Hold down the **CONTROL** key and press L .

Notice that a small prompt appears near the bottom of the screen which says "[L]oad:." It is asking you what file to load.

You have to tell the program what drive the file is on, and what its name is. In this case, the diskette is in drive 2, and its name is papersaver. You tell the computer that like this:

**Type .d2/papersaver**

If you make a typing mistake, use the left arrow key to erase.

**Press RETURN**

The .d2 tells Apple Writer that the file is on a diskette in drive 2.

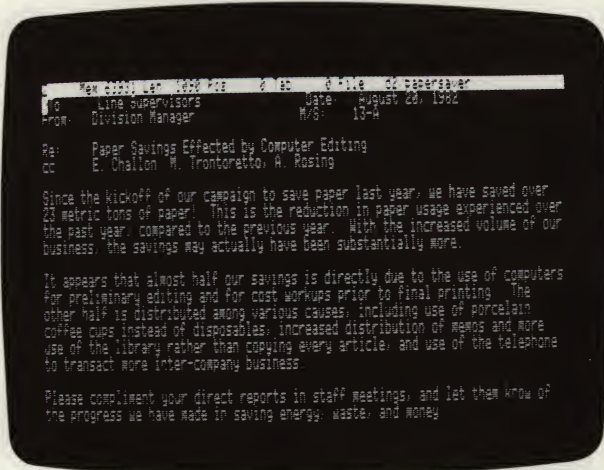
The slash (/) separates the drive from the name of the file you want to load.

The file name is PaperSaver, and since capitalization doesn't matter, you can type it in lower case.

The following document should appear on your screen, but you only see the bottom part of the document. To get quickly to the top of the document:

**Type [B]**

Hold down **CONTROL**  
and press **B** for  
beginning.

**Moving the Cursor**

Press the **→** key.


The small white box which  
you see moving is called  
the cursor.

Hold down the **→** key.

Notice that the cursor  
moves right. Let up when  
your cursor is in the date  
field.

Hold down the **←** key.

The cursor moves left. Let  
up when the cursor stops  
moving.

**Move the cursor to the end of the first line, using the  key.**


Your cursor (the small, white box) should be immediately to the right of the date, 1982.



**Hold down the  key.**



**Press **

Notice that the 2 disappears.



**Keep the  key held down.**



**Hold down the  key until you have deleted the entire date.**

**Still holding down the  key, hold down the  key until the date comes back.**


To get the last few letters back, you may want to hold down the  key and tap the  key.



The above actions show the general rule:

The  and  keys move the cursor one letter at a time.

When the  key is held down, the  key moves the cursor and deletes letters.



When the **CONTROL** key is held down, the  key brings back deleted letters.

If you want to move up and down by lines, you can use the  and  keys.

**Press the  key**


This moves the cursor down.

**Hold down the  key**



until the cursor is in the first paragraph of the memo.

**Press the  key**

This moves the cursor up.

**Hold down the  key**

until the cursor stops moving.

The  and  keys are used to move up and down in lines of text.

## **Deleting Words and Paragraphs**

Suppose you had a change of heart, and wanted to delete the middle paragraph of the memo. If you had to delete all text by characters, it would take a long time to delete a paragraph. Fortunately, there is an easy way to delete a paragraph. You can even bring it back if you change your mind.

This is how you would do it.

**Move the cursor to the end of the paragraph, directly after the word business.**



First, notice that the cursor has an arrow inside it. The arrow looks like this: >. The arrow tells whether [X] will delete text or bring it back.

**Type [D]**

Notice that the arrow inside the cursor changes direction.

**Type [D] again**

The arrow changes direction.

**Type [D] again**

so that the arrow inside the cursor looks like this <.

The cursor should be just to the right of the period.

**Now type [X]**

Hold down the **CONTROL** key and type X gently and quickly.

The entire paragraph is deleted! The [X] command deletes all text from the point of the cursor backward to a **RETURN**.

Suppose you change your mind, and want to get the paragraph back. Here's how you can save yourself a lot of typing:


**Type [D]**

so the direction arrow is >.



**Type [X]**

and the entire paragraph should come back on the screen.

## Inserting Text

To insert text, you move the cursor to the place you want the text inserted, then begin typing. If you make a mistake, you hold down the **CONTROL** key and press .

Here's how you would insert J. Owens into the list of people receiving copies:

Use  and  to move the cursor directly in front of E. Challon.

Type J. Owens,

The new name is added to the list of people listed on the copies line.

## Replacing Text

If you want to replace a word or phrase with another, you do not have to delete the old text and type in the new. You can simply replace by writing over the old text. Here's how:

Suppose you were promoted, and want to replace the word Division Manager with Regional Manager, your new title.

Move the cursor directly before the word Division.

Type [R]

Tap gently. Notice that an R has appeared on the data line after the Z.

## Type the word Regional

Type [R]

to cancel Replace mode.  
The R is removed from the  
data line.

You can now move the cursor and insert, delete, or edit as usual. The Replace mode allows you to write over text you want to change. When the changes are finished, you can delete whatever text was left over, or insert new text to finish the replacement.

## Saving a File

Now that you have made the changes to your memo, you may save it on diskette. Here's how you might do that:

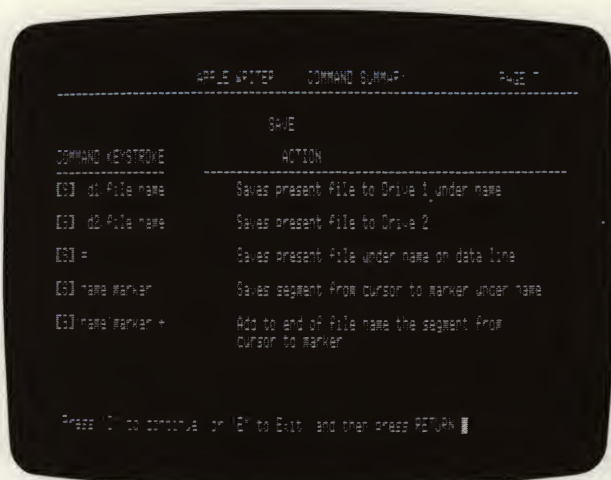
**First, check the HELP system  
for reminders.**

Press OPEN APPLE ?

Press ?

Type 7

Press RETURN



Notice that the options look quite similar to those for loading a file.

**Press E**

**Press RETURN**

to get back to the file.

Now we can follow the directions.

**Type [S]**

**Type .d2/newmemo**

**Press RETURN**

A new copy of the file is now saved on diskette.



## Seeing the File Names on a Diskette

The previous page tells you that you now have a copy of New Memo on the diskette, but you haven't seen any proof of that. Here's how to get the proof:

**Type [O]**

to see the Operating System commands.



Notice that the first one is Catalog. The Catalog is like a Table of Contents in a book, it tells you what files are available on a certain diskette.

**Type 1**

to see the file names.

The prompt now asks which diskette you want to see the file names on. Since the diskette you've been working on is in drive 2,

**Type .d2**

**Press RETURN**

There are several files stored on this diskette. Papersaver, the original memo and NewMemo, the revised version of the memo are both on the diskette.

**Press RETURN**

to scroll the Catalog.

**Press RETURN**

until the SOS Menu reappears.

**Press RETURN**

to return to your file.

## Moving Text

Because deleted text is saved in the computer's memory, you can move words or paragraphs easily. Suppose you want to move the "cc:" line to the end of the memo. You do that by first deleting the paragraph, moving the cursor where you want it to go, then recalling the line. Here's how:

**Move the cursor behind the line ending "A. Rosing"**

**Make sure the arrow inside the cursor looks like <**

You can change direction by typing [D] .

**Type [X]**

**Move the cursor after the paragraph ending "money."**

**Change the direction of the cursor arrow to >**

**by typing [D] .**

**Type [X]**

The line reappears at the cursor. It is now the last paragraph in the memo.

## **Printing**

Here are the step-by-step directions for printing the file now active:

**Press OPEN-APPLE [?]**

**Type [?]**

**Don't forget to use [SHIFT].**

**Type 10**

**since this is the only item in the menu related to printing.**

**Press [RETURN]**

Now look at the options on the screen. As usual, the first line gives directions for the most common case. It appears that [P] followed by ? is the way to print a file.

**Type E**

**to escape from the HELP system.**

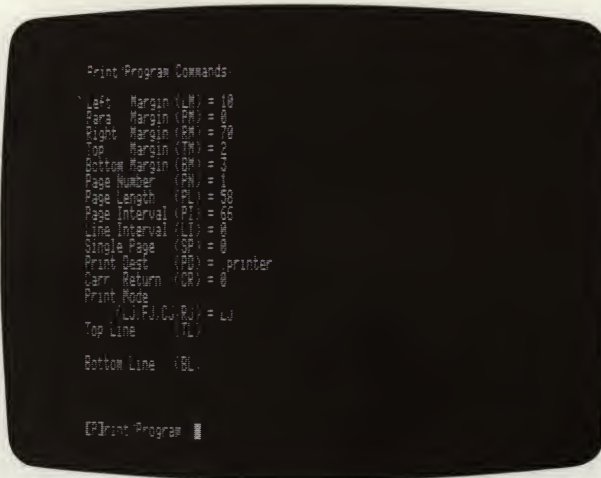
**Press [RETURN]**

Now you should be back to the memo file.

**Press [P]**

**Type [?]**

**Press [RETURN]**



What you see are the most common print options. To change any one of them, you type the two letter code, then type the value you want. For example, to set the right margin to 75:

**Type RM75**

to change the Right Margin.

**Press [RETURN]**

Notice that the right margin setting in the list is now 75, rather than the original setting of 79.



If you do *not* have a printer attached to your computer, change the print destination to the screen by doing the following:

**Type PD.console** for Printer Destination.

**Press RETURN** to end the action.

Now, you are ready to print. Be sure you have paper in the printer if you are going to use a printer.

**Type NP** for New Print.

If you don't have a printer hooked up, you should see the memo displayed on the screen. If you do have a printer, it should now be printing you a copy of the memo you just edited.

**Press RETURN twice.**

### Deleting a File

Now that you've printed the new version of your memo, you can delete it from the diskette.

You have saved it on drive 2 as "newmemo." Here are the steps to delete it:

**Press [O]** to get the Operating system commands.

**Type 5** to delete a file.



The prompt now asks you for the name of the file to delete. In naming the file, you must tell both the disk it's on and the actual file name.

**Type** `.d2/newmemo`

**Press** **RETURN**

You should now hear the whirring of Drive 2, and see the red light go on as the file is cleared from the diskette.

To check, we can look at the files on the diskette and see if "newmemo" is still there:

**Type** `1`

to see the Catalog.

**Type .d2**

since you want to see the  
files in drive 2.

**Press RETURN**

Notice that in the listing of file names, the file "newmemo" no longer appears.

**Press RETURN twice**

## There's More

You are now finished with the basic elements of the tutorial. If you must stop now, remove the diskettes from the disk drives, turn the computer off and turn the monitor off.

However, there are a number of additional features of Apple Writer III which you might find interesting. Following are brief activities which involve some files that have been created and stored on the diskette.

- Tab settings allow you to enter the same table in many ways.
- Replacing text with or without verification.
- Splitting the screen to show two parts of the text at once.
- Using abbreviations for often-used phrases.

### Tabs

The default tabs for Apple Writer are set 8 spaces apart. But you can load preset tab settings, so that you don't have to clear and reset all the tabs yourself.

Follow the directions below, so you can see the effect of loading new tab settings.

**Type [N]**

to clear the screen.

**Type Y**

to confirm.

**Press RETURN**



Press **TAB**, Type 1

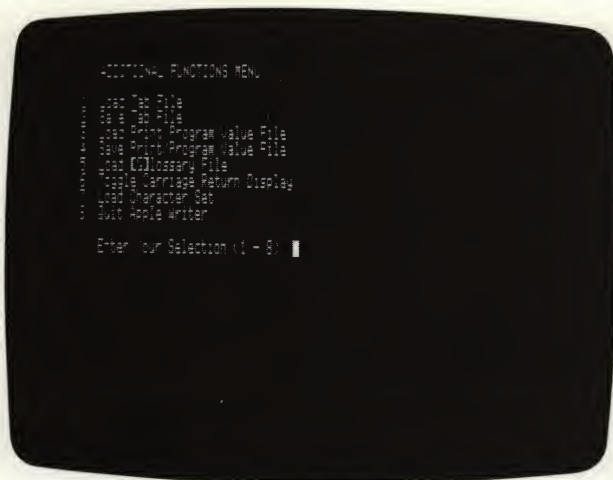
Press **TAB**, Type 2

Press **TAB**, Type 3

Press **TAB**, Type 4

Press **RETURN**

The numbers should appear every eighth character. But suppose you had wide columns to type. Instead of having to purge the tabs and reset them all, try the following



Type **[Q]**

to use the Additional Functions Menu.

Type 1

to load a tab settings file.

Type **.d2/tabten**

which is a preset tabs file.

Press **RETURN**

You should hear the disk drive whirr and see the light go on as the tab settings are read in. Now, with the new tabs loaded, do the following:

Press **TAB**, Type 1

Press **TAB**, Type 2

Press **TAB**, Type 3

Press **TAB**, Type 4

Notice that your digits now appear every ten spaces rather than every eight.

You can quickly and easily make up your own tab settings for documents and other types of files. Once you have the settings exactly as you want them, you can save them and re-use the settings again and again. The section on Setting Tabs in the Apple Writer III Operating Manual or the HELP screens tells you how.

## Find and Replace

It is often helpful to be able to replace all occurrences of one word with another. This is extremely useful when model numbers change, to correct a person's name which has been misspelled throughout a document, or to revise a proposal for another client.

While there are many options to the Find command, the basic capability is easy to use. You can study the complexities in the Apple Writer III Operating Manual, or see the HELP screens. This tutorial just gives you a brief feel for how to use the Find feature.

Type **[N] Y**

to clear the screen.

Press **RETURN**

Type **[L]**

to load a file.

Type **.d2/johnnysue**

the drive # and the file name.

Press **RETURN**



You should see the “johnnysue” document on your screen. But somewhere, Johnny has misspelled Sue, so that it’s Swe, not Sue. If this misspelling were in a long document, it could be quite troublesome to locate it, even after discovering it on a printed copy of the text. But with Apple Writer, it’s easy.

Type **[B]**

to go to the beginning of the document.

Type **[F]**

for Find.

Type **/Swe/**

which is what Apple Writer will find.



Press **RETURN**

to start the search.

Immediately, Apple Writer finds the first occurrence of Swe in the file. At the bottom of the screen, the prompt asks whether to proceed and find the next occurrence of Swe.

Press the **SPACE** bar

to stop the search.

Instead of editing Swe to change it, you can use Find to replace the misspelled name.

Type **[B]**

to go to the beginning of the file.

Type **[F]**

to start a search.

Type **/Swe/Sue/**

which says to find Swe and replace it by Sue.

Press **RETURN**

to actually start the search.

You should notice the cursor just in front of Swe, with the prompt

Find: RETURN = Proceed / Y = Replace

near the bottom of the screen. Anything else will stop the search.

Type **Y**

to confirm that you want to do the replace.

Notice that now Swe has been replaced by Sue, and the cursor is after Sue. Again you get the prompt asking whether to proceed.



Press the **SPACE** bar to stop the search.

But suppose that Johnny has grown tired of Sue, and has found a new love in Pat. Rather than retyping the entire screenful of devotion, a simple replace will erase the past.

Type **[B]** to go to the start of the file.

Type **[F]** to begin a Find.

Type **/Sue/Pat/** to replace Sue with Pat.

Type **A** to indicate all occurrences of Sue will be replaced with Pat.

Press **RETURN**

Your screen is immediately updated, and the cursor returns to the beginning, where it was. Apple Writer can revise an extremely long document in a short time using this global find and replace feature.

### Splitting the Screen

The screen can be split into two sections, each of which shows 11 lines. This is helpful if you want to compare text in different parts of a file.

Let's edit a file, and assume that you may need some reference from another part of the same file. Here's how you do that:

Type [N] Y

to clear the screen.

Press **RETURN**

Type [L]

to Load a file.

Type .d2/lease

to indicate the file you want loaded.

Press **RETURN**

Type [B]

to see the beginning of the lease.

Now, let's split the screen so you can see the end of the lease at the same time in the lower half of the screen.

Type [Y]

to split the screen. The prompt in the lower part of the screen asks if you want it split.

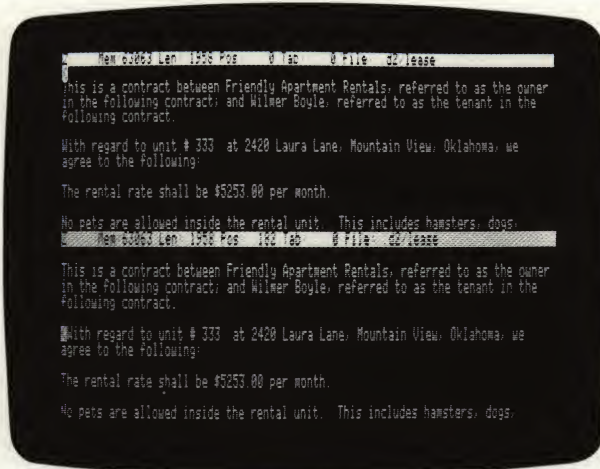
Type y

to confirm you want it split.

Press **RETURN**

Type [E]

to go to the end of your document.



You should now see two separate parts of your document on your screen. The upper document can be scrolled independently of the lower document. You can edit in either half of the screen.

Use  and  to scroll the document.

Now, you can edit the lease in the upper half of the screen.

Type **[Y]**

Press **RETURN**

to move the cursor into the upper half of the screen.

Hold down the  key

Notice that the lease scrolls by itself independently of the referenced text in the bottom half of the screen.

When you would like to, you can rejoin the screen so that the entire screen shows just one document.

**Type [Y]**

**Type N**

**Press RETURN** to rejoin the screen.

**Type [N] Y** to clear the workfile.

**Press RETURN**

### Using the Glossary

There is a Glossary feature which allows you to store frequently used phrases. If you want to use those phrases while you are typing, you press [G], then type the letter that stands for the phrase. The full text will appear on your screen.

We have a file with a few company names in it, which you can use to see how the feature works.

**Type [N] y** to clear the workfile.

**Press RETURN**

**Type [Q]** to access the Additional Functions Menu.

**Type 5** to load a Glossary file.



**Type** `.d2/gloscompanies`

the name of the file with  
the glossary in it.

**Press** **RETURN**

The file `GlosCompanies` contains these abbreviations:

**a** stands for Apple Computer, Inc.

**s** stands for Signetics, Inc.

**t** stands for Texas Instruments, Inc.

Now that the glossary is loaded, you can use the abbreviations in your typing. To see how the glossary can be used, do the following.

**Type:**     **This machine is made by**

**Type** `[G]a`

**Type:**     **Its brain is a 6502 chip made by**

**Type** `[G]s`

**Type:**     **Some RAM chips are made by**

**Type** `[G]t`

You can store and use abbreviations in a text file. The file with these abbreviations in it is `.d2/gloscompanies`, if you want a sample glossary. The chapter on Glossaries in the *Apple Writer III* Operating Manual explains in detail how to create and use Glossaries.

# Demonstration Examples

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Each of the following demonstrations contains a short description of what will be shown and gives you a demonstration on the screen of how that feature works. Read the description first so you know what you are seeing.

We have used the Word Processing Language (WPL) to create these demonstrations. WPL is a part of Apple Writer, and is included on the Master diskette. See the Apple III Operating Manual for complete instructions on WPL.

The demonstrations cover these features:

- Form letters can be used with Mail List Manager
- Printing Options shows the flexibility of the printing programs
- Using stored paragraphs for creating a document using standard phrases
- Renumbering Lists
- Special Fonts

## The Demonstration Menu

The demonstrations have been set up in a menu format called Demonstration Menu. To get the Demonstration Menu do this:



Type **[P]**

to activate the program commands.

Type **do .d2/demos**

Do is a WPL program command, demos is the file name.

Press **RETURN**

Select the number of the demonstration you want to see.

Press **RETURN**

Read the section referring to the demonstration before running the demo. The demonstrations are brief and the explanations will give you an understanding of what you are about to see.

## Form Letters

Using the facilities of Apple Writer III, you can set up form letters which can be automatically filled out.

The address list is a text file, a sample of which appears below.

<1>John Smith  
123 Elm Street  
Anytown, U.S.A.  
12345

<2>Terry Jones  
321 Palm Lane  
Centerville, Fla.  
54321

<3>Egbert Q. Manly  
1984 Orwell Place  
Future, Pa.  
14151

<4>Harry Q. Public  
1953 Warren Court  
Sublime, Wi.  
09876

<5>Mary Sanders  
0000 Null Result  
Meander, OH.  
54637

This address list can then be used to generate an entire set of form letters, each of which is different and is specifically addressed to the recipient.

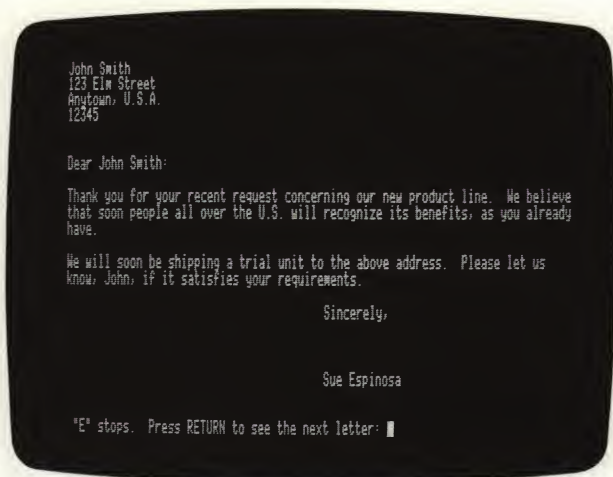


To see the process of creating a form letter:

**Select 1 from the Demonstrations Menu.**

**Press RETURN**

The process is slowed up for you to watch on the screen. If the screen were turned off the entire list could be completed in less than a minute.



## Printing

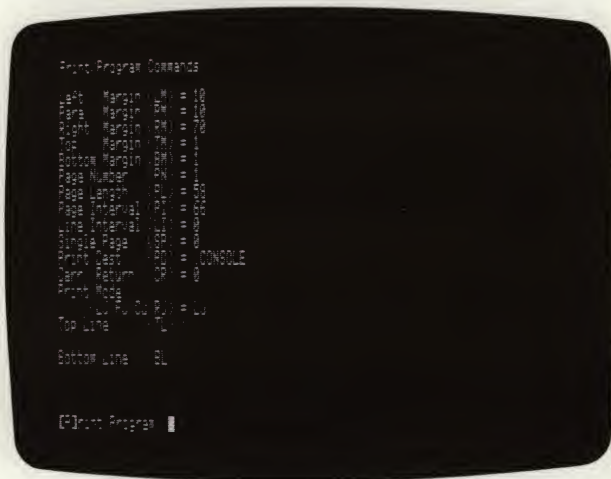
After you have typed in a text file, you can print the file in many ways. The easiest is to use the defaults, as you did in the previous section on printing. But if you want to see what can be done with various options,

**Select 2 from the Demonstrations Menu.**

Press **RETURN**

Here, the printing was done on the screen rather than on a printer to save paper as well as time. But each of the different renditions of the document could have as easily been printed on the printer.

Below is a list of the printing options and how they affect the printing of a document.



## Boilerplate

Apple Writer III also allows you to copy specific segments of a file onto the screen. Using this facility, you can create contracts, bids, or any other documents which are typically composed by assembling standard paragraphs.

In this example, we assume that a realtor has eight standard paragraphs which may or may not be included in a rental contract. The paragraphs are about the following:

1. Garage included.
2. Cleaning deposit required.
3. Maximum # of occupants specified.
4. Rent due on the 5th of the month.
5. Rent due on the 15th of the month.
6. No pets allowed.
7. Fire insurance required.
8. Renter pays utilities.

To see how these paragraphs are included in a contract,

**Select 3 from the Demonstrations Menu.**

Press **RETURN**

You cannot see the contract being assembled, since the screen has been turned off for this demo. But when it is finished, you can notice that the clauses have all been inserted in the contract in precisely the order you requested.

## **Renumbering**

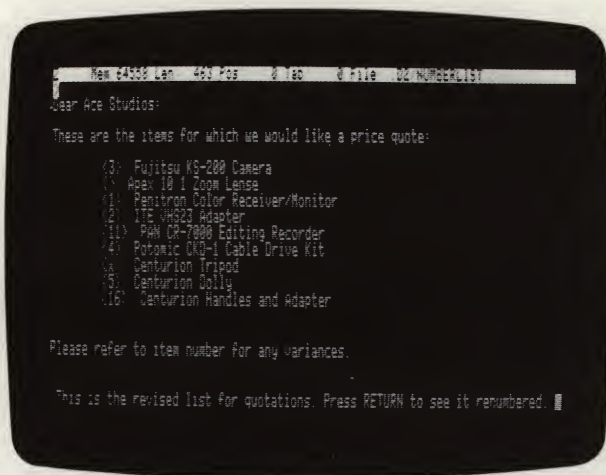
A problem which comes up often in editing text is renumbering lists. Whether they're part numbers, people's names, or items on a purchase order, changing the order of items on a list involves renumbering those items.

Using WPL, the items can be renumbered automatically. Numbers for new items will be included, and old items will all be numbered correctly.

This demo shows a purchase order for television parts which has been scrambled due to last-minute changes. Renumbering it with the editor isn't a difficult job — but it would be if the list were several hundred items long. To see Apple Writer III automatically renumber the list,

## Select 4 from the Demonstrations Menu

Press **RETURN**



Again, as with previous demos, the renumbering is slow because it is done on the screen. If you had a very long list, you could turn off the screen and the renumbering would go many times faster. We left the screen on so you could see the process.



WPL is taught in the Apple Writer III Operating Manual. The file Renumber is just a text file, so you can look at it with the editor if you're curious about what a small WPL program looks like.

### **Special Fonts**

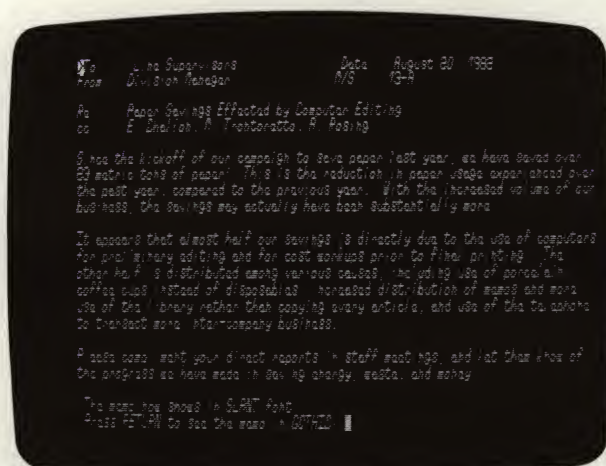
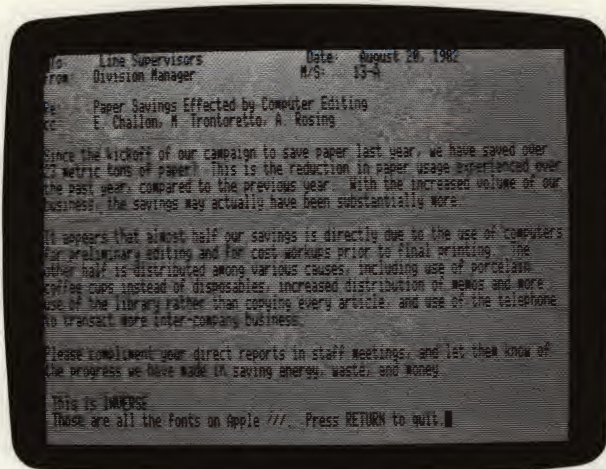
There are three special fonts available for the screen of the Apple III. These can be used for variety, for demonstrations, and simply for a change of pace.

To see the different fonts,

**Select 5 from the Demonstrations Menu.**

**Press RETURN**

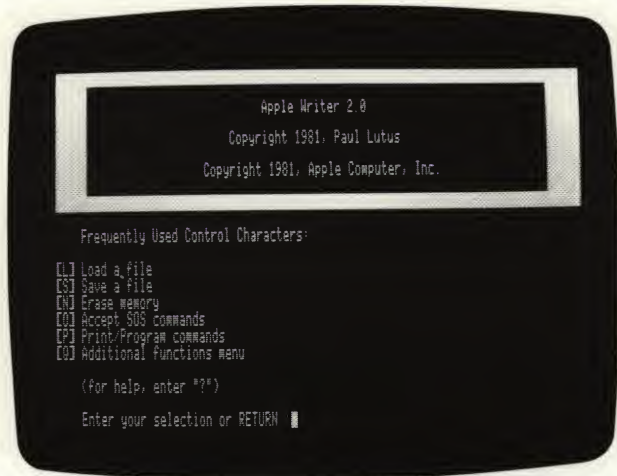
If you prefer to use the screen with black type on a white screen, you can use the inverse font. Instructions on how to set and change fonts are found in the Apple Writer III Operating Manual. The fonts are accessed through the Additional Functions Menu, which comes up when you type [Q]. The fonts are on the Apple Writer Master diskette, and are named SLANT, GOTHIC, INVERSE, STANDARD and STOP.



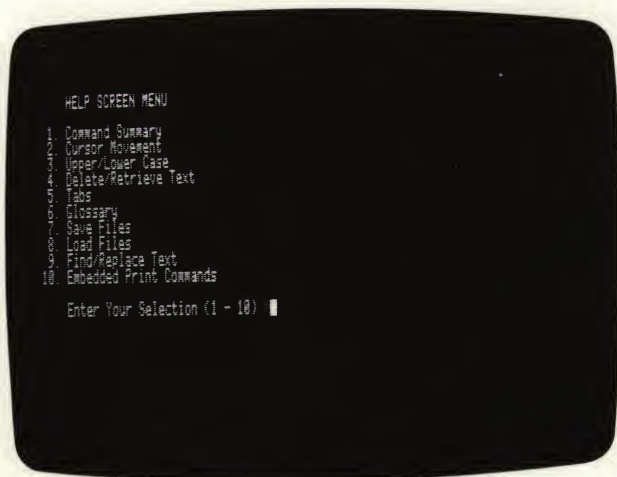
That's the end of this tutorial. But you're just beginning. As you become proficient with the program, you'll find many ways it can help you to put your ideas on paper more efficiently.

# Reference Section

To get to this screen, type Open Apple?



To get to the Help screen, type Open Apple? then type ?



To get to this screen, type [O]



To get to this screen, type [Q]





To get these screens, type Open Apple?, Type ? Select 1

APPLE WRITER /// COMMAND SUMMARY		PAGE 1A
-----		
CONTROL [ ] COMMANDS		
-----		
COMMAND/KEYSTROKE	ACTION	
-----		
[B]	Moves Cursor to BEGINNING of file	
[C]	Enables CASE CHANGE Mode	
[D]	Changes CURSOR DIRECTION	
[E]	Moves Cursor to END of file	
[F]	FINDS and REPLACES text segments	
[G]	Enables GLOSSARY creation or access	
[H]	Moves cursor one TAB position	
[J]	JUMPS cursor to specific text segment	
[L]	LOAD text file from diskette	
[N]	Clears screen and memory of present file	
[O]	Displays SOS Commands Menu	
Press "C" to continue, or "E" to Exit, and then press RETURN		

APPLE WRITER /// COMMAND SUMMARY		PAGE 1B
CONTROL COMMANDS (continued)		
COMMAND/KEYSTROKE	ACTION	
[P]	Accesses PRINT commands or WPL PROGRAM files	
[Q]	Displays Additional Functions Menu	
[R]	Character overstrike	
[S]	Saves text files to disk	
[T]	TAB - set, clear, purge	
[U]	Accepts control characters as text entries	
[V]	Word delete or retrieve	
[W]	Paragraph delete or retrieve	
[Y]	Split screen enable/disable	
[Z]	Word wraparound disable/enable	
Press "C" to continue, or "E" to Exit, and then press RETURN		

To get this screen type [P]?



*Apple III*



# Apple Writer III

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## ...An Introduction

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### Overview

*Apple Writer III... An Introduction will lead you through the basic features of the Apple Writer III program. This hands on tutorial gives step by step instructions on how to get the program up and running, creating files, editing files, saving, loading and printing. Also included is a demonstration of some of the more advanced features of Apple Writer III.*

*When you complete this tutorial you will not be an expert at Apple Writer III, but you will have an overview of the fundamentals of the program, how it works and enough knowledge to create simple documents.*

### Package includes

- Apple Writer III... An Introduction tutorial
- Apple Writer III Sample Data Diskette

### System Configuration needed

- Apple Writer diskette
- Apple III Computer, a minimum of 128K of memory
- a video monitor
- a printer (optional)
- An Apple III formatted diskette

